

# **DATA PROTECTION ACT 1998/FAIR PROCESSING NOTICE**

Under the requirements of the Data Protection Act 1998, we at school need to inform you about what information is held by us about your child and more particularly about the types of data held, why that data is held and to whom it may be passed on.

In school we need to keep information about your child for registration purposes and also so we can provide your child with suitable help and support. Local Education Authorities (LEA) and the Department for Education and Skills (DFES -the Government department which deals with education) also all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, amongst other things that the data held about pupils must only be used for specific purposes allowed by Law.

## **School Held Information**

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum Assessment Results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time, we are required to pass on some of this data to the LEA, to another school to which the pupil is transferring, to the DFES and to the Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

## **LEA Held Information**

The Local Education Authority requires the school to provide information about pupils in order to carry out specific functions for which it is responsible, such as the admissions process, or the assessment of any special educational needs the pupil may have. It also uses the data in statistical form, where pupils are not identifiable, to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

## **QCA Held Information**

The Qualifications and Curriculum Authority uses information about pupils to administer the National Curriculum Tests and Assessments for Key Stages 1 to 3. The results of these are passed on to the DFES in order for it to compile statistics on trends and patterns in Levels of Achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated Assessment arrangements, and to ensure that these are continually improved.

## **DFES Held Information**

The Department for Education and Skills uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DFES will feed back to LEA's and schools, information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion, information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

As school 'Data Controllers' we are obliged under the Data Protection Act 1998 to ensure the 'personal data' held about your child is 'fairly processed' and used only for the purposes for which it has been registered or required by statute. We would also like to take this opportunity to assure you that we do not pass on personal information held about your child to any commercial organisation.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held about them. If your child is under 12, as a parent you may exercise this right on their behalf as they are too young to do so themselves.

If you require further information upon the subject of Data Protection, or wish to access the personal data held, then please contact the Headteacher in writing.